



Permit Tech Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## Site Plan Review

- ☐ Property address (including suite number)
- ☐ Vicinity Map
- ☐ Entire tenant space shown and location within the building
- ☐ Site plan with property line dimensions, drawn to scale (min. 1:30) and all structures shown
- ☐ North arrow shown
- ☐ Show the entire site when stand-alone building
- ☐ Multi-tenant building ☐ Yes ☐ No
- ☐ Tenant infill space w/dimensions (showing single floor and/or multiple floors if applicable)
- ☐ Distance shown between buildings on the same site
- ☐ Exterior bike parking shown – note existing or new
- ☐ For on-site vehicle parking: Site Plan should show all parking, including accessible parking space(s) with dimensions, and the accessible route from the parking space(s) to the accessible building entry

## Architectural Plan Review

- ☐ General Notes including
  - ☐ Scope of work proposed,
  - ☐ Suite number and business name,
  - ☐ Building code edition,
  - ☐ Building construction type,
  - ☐ Uses of building,
  - ☐ Occupancy Classification(s),
  - ☐ Separated use or ☐ Non-separated use,
- ☐ Number of stories,
- ☐ Total square footage of the entire building ,
- ☐ Total square footage of tenant infill,
- ☐ Sprinklered building ☐ Yes ☐ No,
- ☐ Fire alarm in building ☐ Yes ☐ No,
- ☐ Number of water closets/lavs required and number provided.
- ☐ Licensed designer stamp if structure is over 4000 s.f. (footprint) or more than 20' in height
- ☐ Egress Layout Plan – must be shown graphically with travel lengths dimensioned
  - ☐ Egress paths from the altered area to the exterior of the building with
  - ☐ Exit signs ☐ Egress lighting layout
- ☐ Accessibility
  - ☐ Accessibility clearances shown, i.e. maneuvering clearances, clear floor space
  - ☐ Provide an itemized list detailing where up to 25% of the cost of the alterations that affect the usability of the area of primary function will be spent on the removal of existing architectural barriers, priority to be given to the list of elements in the order provided in ORS 447.241 (4).
- ☐ Floor Plan(s)
  - ☐ Proposed alterations fully dimensioned and labeled,
  - ☐ Include removed, existing, and proposed walls with a wall legend
  - ☐ Doors with swing direction,
  - ☐ Any new exterior openings shown,
  - ☐ Stairs, ramps, and elevators,
  - ☐ Fire extinguisher types and locations,
  - ☐ Fire-rating of walls and reason (i.e., area separations, occupancy separations, corridors, exits enclosures, shafts, etc.),
  - ☐ Fire rated wall types i.e. fire walls, fire barrier, smoke partitions
  - ☐ Bike parking for long-term spaces if proposed inside building.

[www.eugene-or.gov/bps](http://www.eugene-or.gov/bps)

## Architectural Plan Review – continued.

- ☐ Enlarged construction details of new walls with floor and ceiling attachment noted
- ☐ Doors and window; ☐ sizes, ☐ fire-rating, and ☐ hardware for all doors effected
- ☐ Use of each room labeled / SF of room / OLF / Occupant load (e.g. —————→
- ☐ Exterior building elevations if adding windows or openings
- ☐ Water heater location (only on new water heaters)
- ☐ Suspended ceiling details

<b>Office (B)</b>
145 SF
100 OLF
2 Occupants

## Plumbing / SDC Plan Review

### Plumbing Fixture Layout

- ☐ Existing plumbing fixtures labeled to be demolished/removed: “(R)”
- ☐ Existing fixtures to remain labeled existing: “(E)”
- ☐ Proposed new fixtures labeled new: “(N)”

Internal use only:

Previous Use/Occupant Code(s) \_\_\_\_\_ Proposed Use/Occupant Code(s) \_\_\_\_\_

	Total Installed	Total Removed	Total Reused
PFUs shown by type/quantity			
PFUs shown by type/quantity			
PFUs shown by type/quantity			

## Electrical Plan Review

- ☐ Egress lighting layout
- ☐ Lighting layout / reflected ceiling plan
- ☐ Fixture Schedule
- ☐ Lighting budget
- ☐ Number of circuits new or altered \_\_\_\_\_
- ☐ New / relocated panels \_\_\_\_\_

## Mechanical Plan Review

- ☐ OSA (outside air) Calculation/ventilation calculations
- ☐ All new mechanical equipment listed
- ☐ Additions or alterations to existing system shown via duct layout and damper schedule
- ☐ Hood information if a hood is required
- ☐ Cut sheets for all new appliances
- ☐ Fire and/or smoke dampers shown at penetrations through fire rated construction,
- ☐ HVAC roof plan is required when there are new or replacement units. Identify the:
  - ☐ Weights of mechanical equipment, ☐ Locations, and
  - ☐ Type, ☐ Dimensions from equipment to the edge of roof.
  - ☐ Sizes,

## Structural Plan Review

- ☐ Structural changes to space: ☐ Yes ☐ No
- ☐ Engineering calculation packet with engineering details incorporated into the plans or cross-referenced on the plans.